MEMO OF UNDERSTANDING
between
GRAND RAPIDS COMMUNITY COLLEGE
and the
FACULTY ASSOCIATION of GRAND RAPIDS COMMUNITY COLLEGE

October, 2013

YEAR-ROUND NURSING PROGRAMS

The Board of Trustees and The Faculty Association of Grand Rapids Community College agree to the following modifications to the collective bargaining agreement for faculty members in nursing programs who voluntarily elect to alter their contractual workload to meet departmental needs. This memo of understanding will remain in effect from the date of execution below through August, 2016. The provisions in this paragraph are contractual and not mere recitals.

1. The beginning and end dates of the normal academic work year may be waived by mutual consent between the current full-time Nursing faculty member and the College.

2. The normal workload may be assigned, by mutual agreement, over any two semesters or over all semesters (Fall, Winter, and Summer).

3. The total annual overload for a faculty member who participates in this program shall not exceed 50 contact hours, or equivalent, with two exceptions:
   a. One additional contact hour per semester to avoid the splitting of classes, and
   b. One-half (.5) contact hour per semester for equated overload.

4. In any one semester the total workload for a faculty member who participates in this program shall not exceed 27 contact hours, or equivalent, with two exceptions
   a. One additional contact hour per semester to avoid the splitting of classes, and
   b. One-half (.5) contact hour per semester for equated overload

5. Faculty members who participate in this program must make the election before overload is assigned.

6. If a faculty member's normal workload is spread over two semesters, ten (10) sick days will be granted per calendar year; if a faculty member's normal workload is spread over three semesters, twelve (12) sick days will be granted per year per calendar year. The days will accrue at the start of the Fall semester.

7. If a faculty member's normal workload is spread over two semesters, the faculty
member may take a maximum of two (2) personal business leave days per contract year; if a faculty member’s normal workload is spread over three semesters, the faculty member may take a maximum of three (3) personal business leave days per contract year. No more than two (2) personal business leave days may be taken in any one semester. The days will be granted annually at the start of the Fall semester.

8. Article 6.F, Office Hours/Meetings, shall apply during the semesters in which normal workload is assigned, but not during other semesters. If a faculty member’s normal workload in any semester is less than 15 contact hours, the number of office hours will be pro-rated in proportion to the number of contact hours/15 for that semester. Example: 10 contact hours/semester = 10/15 = 2/3rds the number of office hours required by Article 6.F for that semester.

9. Faculty members who elect to participate in this program will participate in learning days and advising days during the semesters of their normal workload assignment.

10. Time-for-time trades (Article 9.G) must be completed within one calendar year.

11. Faculty members who elect to participate in this pilot retain their permanent full-time status for the entire year, including any semester in which no normal workload is assigned.

12. Except as set forth within this memo of understanding, all other contractual provisions apply to faculty members who elect to participate.

13. The parties will enter good faith negotiations to timely resolve any disputes regarding this program.

14. If any part of this memo of understanding is unenforceable, the remainder shall be in effect.

15. This is the complete agreement for this program. Any modifications must be in writing.

Jeffrey Spelman  
Chief Negotiator  
Faculty Association  

Katherine Keating  
Chief Negotiator  
Grand Rapids Community College  

10-22-2013  
Date  

10-22-13  
Date